

BID OPENING: AUGUST 21 2000

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL DAN JOHNSON. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

#### FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, D.C.

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 4-96)).

**Note:** Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications

All the requirements of these specifications apply equally to all items unless otherwise indicated.

**PRODUCT:** Four items:

- Each of Items 1 and 2 -- 12-page self-covered publications, saddle-wire stitched;
- Each of Items 3 and 4 -- Envelopes.

**Warning:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

**Predominant Production Function:** Presswork or envelope manufacturing.

**POSTAWARD CONFERENCE:** Government representatives will conduct a conference with the contractor's representatives at the GPO, Washington, DC, after award.

**RESIDENT GOVERNMENT COORDINATORS:** One or more Government representatives may be present at contractor's/subcontractor's production facility to provide coordination in the production, quality reviewing, and packaging. The contractor must provide desk space and free access to a telephone in an enclosed secure area adjacent to the production operation(s). The contractor will be reimbursed for any charges incurred for toll calls made by Government representatives upon presentation of voucher and verifiable documentation.

**BUREAU OF LABOR STATISTICS CONFIDENTIALITY REQUIREMENTS:** (1) The Bureau of Labor Statistics policy on confidentiality is stated in Commissioner's Order No. 3-93, entitled "Confidential Nature of Bureau Records." Copies of this document may be obtained from Dennis Rucker, Room 2850, 2 Massachusetts Avenue, NE, Washington, DC 20212. The document is made applicable to the contractor, the contractor's employees, and subcontractor, and subcontractor's employees. A great majority of the data collected by the Bureau of Labor statistics is provided on a voluntary basis by respondents who have agreed to cooperate with the Bureau in providing information to be used for the purpose(s) specified when the information is solicited. A violation of the confidence placed by respondents in the Bureau of Labor Statistics would endanger the Bureau's ability to carry out its duties.

(2) The confidentiality and security clauses included in this contract apply to:

- (a) the source documents and other media provided by the Bureau of Labor Statistics to the contractor,

- (b) any documents, discs, tapes, or other media produced as a result of the work provided for in this contract,
- (c) the confidential information contained in all such media.

(3) The contractor agrees to keep the information contained in all source documents and other media furnished in the strictest confidence, said documents and media being the sole property of the Bureau of Labor Statistics. The contractor agrees not to divulge, publish, reproduce, or otherwise disclose, orally or in writing, such information, in whole or in part, to any person, organization or establishment, other than those authorized employees of the contractor needing such information to perform the work provided for in this contract.

TITLE: Survey of Occupational Injuries and Illnesses, 2000.

<u>ITEM</u>	<u>I.D. NUMBER</u>	<u>DESCRIPTION</u>	<u>QUANTITY*</u>
1	BLS-9300 N06	12 page pamphlet	441,900
2	BLS-9300 W06	12 page pamphlet	25,600
3	BLS 9300 RE	Return Envelope	472,300
4	BLS 9300 OE	Outgoing Envelope	472,300

\*Minus none, plus 1 % for each item. Plus one complete set of negatives for each item.

TRIM SIZE: Items 1 and 2 -- 216 x 279 mm (8-1/2 x 11"), bind on 279 mm (11") dimension.  
Items 3 and 4 -- 229 x 292 mm (9 x 11-1/2"), plus flap.

GOVERNMENT TO FURNISH: Items 1 and 2: Individual page 216 x 279 mm (8-1/2 x 11") camera copy. Copy contains tone areas which are to be reproduced as line copy.

Camera copy for items 3 & 4.

A sample from a previous printing to be used as a general guide.

GPO Form 892 proof prior to production sample label.

Distribution list.

One reproduction proof, Form 905 (R3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

FILMS: The contractor must make all films required. Reproduce camera copy at 100% for a complete set of offset film negatives at trim size for each item.

PROOFS: Two sets of dylux or similar proofs for each item (must be in book form for Items 1 & 2).

Submit proofs together with copy to the U.S. Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, DC 20401. Furnished proof label must be filled in by the contractor and used on all proof packages.

The contractor must not print prior to receipt of an "OK to print."

PRIOR TO PRODUCTION SAMPLES: The sample requirement for this contract is not less than 100 printed construction samples of each assembled package. A package consists of one copy of Item 1 or Item 2 with Item 3 (return envelope) bound in the center and Item 4 (outgoing envelope). Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: U.S. Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, D.C. 20401. All samples will be tested for conformance of material(s) and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 6 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Items 1 and 2: White Offset Book, grammage 75 g/m<sup>2</sup> (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60. All text paper used in each copy must be of a uniform shade.

Item 3: White Wove, grammage 90 g/m<sup>2</sup> (basis weight: 24 lbs per 500 sheets, 17 x 22").

Item 4: Kraft (light brown shade), grammage 90 g/m<sup>2</sup> (basis weight: 24 lbs per 500 sheets, 17 x 22").

PRINTING: Print Items 1 and 2 head-to-head in a match of Pantone 321 green. Format: Pages are circle folioed 1 thru 12. No blanks. Pages print type, line matter and flat tones throughout. No halftones.

Item 3 prints one side only (face before construction) in black ink. Image consists of type and line matter printing on the side opposite the seams in Business Reply Mail format plus type only printing on the seam side to be hidden by the flap. Image reads parallel to the 229 mm (9") dimension.

Item 4 prints one side only (face before construction) in black ink. Image consists of type and line matter printing on the side opposite the seams.

**PRESS SHEET INSPECTION:** Press sheets will be inspected at the contractor's plant for quality conformance. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

**MARGINS:** Adequate gripper margins; follow camera copy furnished.

**BINDING/CONSTRUCTION:** Items 1 and 2 - Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. **Prior to binding Items 1 and 2, fold and insert Item 3 (return envelope) in the center of the booklet such that it is stitched in place by one or two stitches of the booklet.**

Item 3 -- Manufacture open side with diagonal or double side seams plus a gummed flap, and sufficiently high-cut to prevent the flap adhesive from coming in contact with the contents of the envelope when it is sealed. Face of envelope requires one uncovered 38 x 76 mm (1-1/2 x 3") die cut window with four rounded corners. The 76 mm (3") dimension of window to be parallel to the 229 mm (9") dimension of envelope, with window positioned 118 mm (4-5/8") from top edge and 107 mm (4-1/4") from the flap fold.

Item 4 -- Manufacture to be open side with diagonal or double side seams plus flap. Flap to have a permanent type pressure sensitive adhesive area protected by a suitable, slightly oversized, removable protective liner, and sufficiently high-cut so as to prevent the flap adhesive from coming in contact with the contents of the envelope when it is sealed. Face of envelope requires two uncovered die cut windows with four rounded corners. One window to be 87 x 51 mm (3-3/8 x 2"), positioned 159 mm (6-1/4") from top edge and 105 mm (4-1/8") from left edge, with the 87 mm (3-3/8") dimension of window parallel to the 229 mm (9") dimension of envelope. The second window to be 70 x 38 mm (2-3/4 x 1-1/2"), positioned 105 mm (4-1/8") from top edge and 29 mm (1-1/8") from left edge, with the 70 mm (2-3/4") dimension of window parallel to the 229 mm (9") dimension of envelope.

**ASSEMBLY/PACKING:** Pack Item 1 packages and Item 2 packages separately and identify.

**Do not seal the Item 4 (outgoing envelopes).** Insert one copy of Item 1 or one copy of Item 2 (with Item 3 bound in the center) into each Item 4 (outgoing envelope), then pack Item 1 and Item 2 packages in shipping containers.

**NOTE:** The contractor shall FAX to the Government the following information regarding shipping of the balance; of Items 1, 2, 3, and 4 within 24 hours of the shipping date:

Date shipped; shipper name and phone number

Delivery address

Number of shipping containers shipped; description of contents of each box (numbers of assembled packages, etc.)

The Government shall provide the FAX number to be used at the post award conference.

**BINDING, COLLATING, AND PACKAGING INSPECTION:** Binding, collating, and packaging operations will be inspected at the contractor's plant for quality conformance.

**LABELING AND MARKING** (package and/or container label): For freight shipments, reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Printing Attributes -- Level III.

(b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets.
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets.

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Furnished camera copy.
- P-9. Pantone Matching System.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. destination, within consignee's premises, for all freight shipments. Freight shipments must be made by traceable means, signature service.

Ship furnished material, films, and 2 samples each of Item 1 and Item 2 packages to DOL, PSB, Attn: Mrs. Shelia Chambers, Room 2850, 2 Massachusetts Ave., NE, Washington, DC 20212-0001.

Ship (packaged as separates) in accordance with the distribution list to be furnished as follows (NOTE: "Lightface" quantities equal Items 1/3 & Item 4: and the four "***bold/italic/underscored***" quantities equal Items 2/3 & Item 4, unless indicated):

Montgomery, AL 36104 .....	6,300	Oklahoma City, OK 73105 .....	7,100
Phoenix, AZ 85007 .....	7,700	Providence, RI 02903 .....	5,100
San Francisco, CA 94080 .....	32,900	Nashville, TN 37243 .....	9,900
Wilmington, DE 19802 .....	<b><i><u>4,900</u></i></b>	Salt Lake City, UT 84111 .....	5,700
Atlanta, GA 30303 .....	11,100	Richmond, VA 23219 .....	10,500
Indianapolis, IN 46204 .....	11,700	Tumwater, WA 98501 .....	<b><i><u>12,100</u></i></b>
Topeka, KS 66612.....	6,900	Washington, DC 20212. 5,500 and <b><i><u>500</u></i></b> *	
Baton Rouge, LA 70802.....	8,500	Kansas City, MO 64106 .....	2,700
Baltimore, MD 21201 .....	8,400	Atlanta, GA 30303 .....	1,300
Lansing, MI 48821 .....	13,900	Chicago, IL 60604 .....	8,600
Jefferson City, MO 65102.....	11,000	Springfield, IL 62761.....	12,100
Lincoln, NE 68508 .....	7,000	Juneau, AK 99801 .....	5,500
Trenton, NJ 08611 .....	18,000	Little Rock, AR 72205 .....	7,300
Menands, NY 12204 .....	27,900	Wethersfield, CT 06109 .....	9,200
Tallahassee, FL 32301.....	24,500	Salem, OR 97310 .....	<b><i><u>8,100</u></i></b>
Honolulu, HI 96813.....	5,100	Columbia, SC 29204 .....	9,100
Des Moines, IA 50319.....	8,500	Austin, TX 78704 .....	24,100
Frankfort, KY 40601 .....	8,300	Montpelier, VT 05620 .....	4,900
Hallowel, ME 04347.....	5,800	St. Thomas, VI 00803.....	5,500
Boston, MA 02202 .....	11,300	Madison, WI 53703.....	11,900
St. Paul, MN 55155.....	10,300	Philadelphia, PA 19104 .....	7,800
Helena, MT 59601 .....	6,700	Boston, MA 02203 .....	900
Carson City, NV 89703 .....	5,100	San Francisco, CA 94105 .....	1,900
Santa Fe, NM 87502.....	5,100	Charleston, WV 25305 .....	6,100
Raleigh, NC 27601 .....	17,100	San Juan, PR 00918.....	100
San Juan, PR 00918.....	Item 3 and Item 4 -- 4,800.		

\* Includes Departmental Random Copies (Blue Label) -- 200 each for Item 1/3, Item 2/3, and Item 4.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Purchase Order number will be received by telephone on September 6, 2000.

Furnished material will be presented at the post award conference to be held on workdays between September 27 and October 2, 2000.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 6 workdays from receipt in the GPO until they are made available for pickup by the contractor.

The contractor must notify the GPO of the date and time the press sheet, binding, and packing inspections can be performed. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to the inspections. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Ship complete to arrive at destinations on or before December 1, 2000.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. Award will be based on the lowest total price for the items listed. Prices for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

All inclusive price as per specifications ..... \$ \_\_\_\_\_

	Additional 1,000
Item 1 or Item 2 with Item 3 stitched and inserted into Item 4 .....	\$ _____
Item 1 or Item 2 with Item 3 stitched .....	\$ _____
Item 3 .....	\$ _____
Item 4 .....	\$ _____

Name, address, and phone number of subcontractor, if any, who will perform binding, or envelope manufacturing.

Bindery: \_\_\_\_\_  
\_\_\_\_\_

Envelope manufacturing: \_\_\_\_\_  
\_\_\_\_\_

Location of Staging Area: City \_\_\_\_\_ State \_\_\_\_\_

Bidder must fill out, sign, and return 2 copies of this page of these specifications attached to GPO Form 910.

\_\_\_\_\_  
Authorized Representative

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.